

~~CONFIDENTIAL~~

UNITED STATES GOVERNMENT

Memorandum

TO : Acting Director of Training

DATE: 19 November 1965

FROM : Personnel Officer, OTR

SUBJECT: Weekly Activity Report #35

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

Reassignments

25X1

25X1

25X1

1. [] DC/[] Staff, has agreed to release [] GS-14 Ops Officer, on Monday, 22 November.

25X1

[] will be assigned to []

25X1

2. [] will report to Headquarters o/a 5 February to begin his assignment with the Intelligence School. Consideration is being given to his temporary assignment as a replacement for [], Intelligence Orientation Faculty, in the event that [] is accepted by [] for research training.

25X1

25X1

25X1

25X1

25X1

3. [] scheduled departure from the [] Station is 18 November. ETA, Headquarters, is 19 January. [] will be assigned to the Training Assistance Staff, Operations School, replacing [] who will retire from the Agency 31 December.

25X1

25X1

25X1

4. [], DDI/FBIS, reported for duty with the AIB Branch, Registrar Staff, on 18 November. [] has become a member of the Training Career Service.

25 YEAR RE-REVIEW

~~CONFIDENTIAL~~

25X1

Weekly Activity Report, OTR/Personnel, 19 November 1965

25X1

25X1

5. [REDACTED], GS-05 Training Assistant in OS/HT/OSF, processed-out of OTR on Monday, 15 November and reported to her new assignment with the [REDACTED] EE Division. [REDACTED] was replaced some months ago by [REDACTED].

25X1

25X1

Reassignment Possibilities

25X1

1. [REDACTED] is nearing the end of his present extended tour with WH, Headquarters. Presumably, he can remain in his present assignment until an appropriate new assignment is determined. Approximately six months ago he was considering an assignment to Saigon, but his relative disinterest in the FE offer and the strong WH pitch for his retention cancelled the proposal. Perhaps a useful assignment can be developed for him as an Instructor with the Operations Support Faculty or as a Reports Instructor at [REDACTED].

25X1

25X1

2. The nomination of [REDACTED] and his wife to [REDACTED] was sent to the Station on 4 November. Since no response has been received a follow-up inquiry was teletaped to COS/[REDACTED] on 16 November.

25X1

25X1

25X1

3. [REDACTED], Supply and Services, was interviewed Thursday, 18 November, by members of Branch D, Clandestine Services Personnel Office. The interview was exploratory only. CSPO will canvass the DDP complex for any suitable assignment prospects.

25X1

4. SR Division, DDP, has asked for [REDACTED] Midcareer & Senior Officer Training Program. [REDACTED] would be working for the SR Chief of Operations, [REDACTED]. The position is considered the number three job in the Office of Chief, SR, and is considered to be a "stepping stone" to the next higher-graded positions, GS-08 and GS-09, for the DC/SR and C/SR, respectively. Additionally, the SR Personnel Officer advises that, for qualified women, there is a distinct possibility of moving into Intell Assistant jobs. [REDACTED] reportedly has experienced some decline in shorthand skills through disuse. [REDACTED] has been informed of this circumstance and would still be willing to have [REDACTED] assigned to his office. [REDACTED] is personally known to one of the SR Personnel Officers and consequently carries a strong recommendation. The proposal is now being discussed with [REDACTED]. Of course, the question of her successor in MSOTP has to be resolved.

25X1

25X1

25X1

25X1

25X1

25X1

5. [REDACTED] GS-06 Motion Picture Projectionist, has been turned down by NPIC for the GS-07 Photo Specialist position he applied for a few weeks ago. [REDACTED] have been advised.

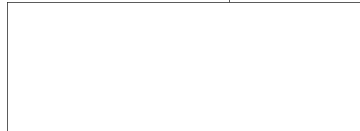
25X1

25X1

CONFIDENTIAL

~~CONFIDENTIAL~~

25X1



Weekly Activity Report, OTR/Personnel, 19 November 1965

25X1 The Personnel Branch offered to send his file to the Office of
25X1 Personnel for initiation of Agency-wide placement effort, but
25X1 [redacted] prefers to suspend further action at this time.
Reportedly, [redacted] is quite unhappy at not being selected
to replace [redacted] GS-07, who is scheduled to transfer to
NPIC next month.

25X1 6. [redacted] is not enthusiastic about her forth-
coming move to the Registrar Staff with [redacted] She has
asked that the Personnel Branch explore placement prospects
outside of OTR.

25X1

Classification Review

25X1 [redacted] Position Management and Compensation
Division (Personnel), will visit [redacted] 3 December to complete
work on his current classification survey.

25X1

Career Service Changes

25X1

25X1

25X1 1. [redacted] an [redacted] contract employee at [redacted]
is being processed for conversion to staff employment at grade
GS-11. He will become a training careerist. [redacted] is not
a part of our recent exchange effort with the Clandestine Services.

25X1

25X1

25X1 2. As soon as [redacted] completes his discussions with
[redacted], processing will begin on the career service
exchange of Messrs. [redacted] for Messrs. [redacted],

25X1

25X1

25X1

Candidate for Language Training Faculty

25X1

25X1

25X1

25X1 [redacted] has reviewed the applicant file of [redacted]
who is presently head of the Romance Language Department [redacted]
[redacted] The file was referred to the Agency by Mr. Macy, Chairman
of CIVIL Service Commission. While well-qualified, [redacted] favors
25X1 another candidate, [redacted] who he will interview
during his TDY in Europe early next month.

25X1

Clerical Assistance for Faculty Advisor to the Defense Intelligence
School

25X1

25X1 In response to [redacted] request, [redacted] has been
25X1 asked to provide assistance for [redacted] at his office in Arlington
Towers. The arrangement will be on a part-time, temporary basis

25X1



~~CONFIDENTIAL~~

25X1

Weekly Activity Report, OTR/Personnel, 19 November 1965

25X1

pending determination of the need for the establishment of a permanent position. [] was entirely agreeable to the proposal.

Career Change Consideration

25X1

Recently, consideration has been given to changing [] career service designation from "D" to "ST". []

25X1

25X1

Is a GS-09 librarian []. However, in view of reassignment preferences outlined in her recently prepared Field Reassignment Questionnaire, it was considered appropriate that she retain her DDP designation. At the conclusion of another two-year tour at [] has requested an overseas assignment. Accordingly, her chances for a foreign tour would presumably be greater if she remains a part of the CS Career Service.

25X1

Illness

25X1

25X1

[] Personnel Officer, advised early this morning that [] a heating (oil burner) specialist with the Public Works Branch, has been confined to the [] Veterans Hospital (location not given). Reportedly, [] visited the hospital last weekend for a routine check-up in connection with a service related disability sustained during the Korean War. During the visit, according to reports, [] started hallucinating and was therefore not released from the hospital. [] said that [] is cooperating fully in the matter of treatment and security. Medical Services, Headquarters, has been advised through customary channels with []

25X1

25X1

25X1

25X1

25X1

25X1

Extension

25X1

Military Candidate []

25X1

25X1

25X1

[], nominated by MMPD for an assignment [], possesses qualifications similar to [] lacking only the college background. Since [] officials have strongly emphasized this educational requirement, they will be contacted regarding their position on this apparent deficiency before the profile information is forwarded.

25X1

25X1

25X1

CONFIDENTIAL

25X1



Weekly Activity Report, OTR/Personnel, 19 November 1965

Retirement

A review of a third machine listing of ST careerists (40 years of age as of 30 September 1965) has been completed. In this group 21 nominees have been identified as potentially qualified for participation in the CIA Retirement System. These nominees are:

25X1



An interesting, but informal comment from the Retirement Staff indicates that, although the total number of participants in the CIA System is large, the actual number of those applying for retirement is lagging far behind the theoretical rate of retirements (80 per year). Less than 60 employees have actually retired since the Agency system became operative last summer.

EOD

25X1

25X1

1. [redacted] GS-06 Clerical Instructor, reported for duty with the Clerical Training Faculty on Monday, 15 November 1965. [redacted] has been granted a provisional clearance. When she is fully cleared arrangements will be made to complete in-processing procedures and schedule the customary interviews with the DTR and other OTR officials.

25X1

25X1

25X1

2. [redacted] GS-05 Steno, reported to OTR on Thursday, 18 November. [redacted] is replacing [redacted] in RS/ETB. [redacted] will report to the Personnel Branch next week to fill our long standing vacancy.

25X1

25X1

3. [redacted] GS-03 Clerk Typist, will report to OTR on Monday, 22 November. [redacted] will be assigned to RS/AIB. With this assignment, all of OTR's clerical vacancies will be filled.

25X1

25X1



CONFIDENTIAL

CONFIDENTIAL

Weekly Activity Report, OTR/Personnel, 19 November 1965

Deferral of PSI

25X1

[redacted] recently re-employed GS-05 Clerk-Typist in IS/IOF, is due to receive a PSI on 21 November. Because her separation from the Agency was less than one year, she is not required to wait a full year dating from the time of her new EOD. However, since she has been under [redacted] supervision for only three weeks, the Personnel Branch has asked the Office of Personnel to approve a delay of 90 days to allow the supervisor to observe

25X1

25X1

[redacted] performance before positive certification is made. [redacted] has been informed of the considerations involved in this determination and has graciously accepted the decision.

25X1

25X1

CONFIDENTIAL